

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 17 October 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #42
11 October through 17 October 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 8 October there were 105 people in Clerical Induction Training and 17 people in Clerical Orientation.

(2) Clerical Refresher Training #63 began 15 October with 39 trainees enrolled from the following components: DD/P, 21; DD/S, 8; DD/I, 10.

(3) A special course in English Usage is being conducted by Mrs. [] Building for 22 FDD/00 clerical personnel. This course will be held one hour each day from 15 October through 9 November.

(4) Clerical Training has been asked to conduct a three-hour training session in Typewriting Shortcuts at [] Building for FDD/00 clerical personnel. Plans are being made to fulfill the request this month.

(5) Miss Peggy Duane, Educational Representative, and Mr. Lettis of IBM visited Clerical Training on 12 October. They discussed with Mrs. [] the possibility of devoting a half day to a "clinic" type training session for Agency employees who use IBM typewriters. Mrs. [] will be responsible for arranging such a program, possibly in November.

b. Instructional Techniques

25 YEAR RE-REVIEW

Nothing to report.

c. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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d. Intelligence Training

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(1) Effective Speaking #1 was completed 15 October. The written critiques submitted by the students indicated great satisfaction with both the organization of the course and the benefits derived from [] constructive criticism.

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(2) Arrangements are being made for the next presentation of Conference Leadership which will begin 22 October. [] of George Washington University will be the instructor.

25X1
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e. OTR Orientation Officer

(1) On 15 October the CIA Introduction was held for 45 people.

(2) Three requests for special orientations for foreign visitors have been received. Two of the requests were from WH and one was from WE. These orientations will take place during the next month.

f. Administrative Training

(1) A request has been received from the WE Training Officer, Mr. [] to provide tutorial training for an individual going overseas who will not be able to take a course before his departure. Training will be arranged for the last week in October.

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(2) The comments on the Basic Tradecraft Manual were received from the Clandestine Services Training Committee and were reviewed with Miss [].

25X1

g. Management Training

(1) The first of the two presentations of Management (Special) planned for OSI is being given this week at []. This is an intensive, one-week, day and evening presentation designed especially for the senior members of OSI. Fifteen people are attending.

(2) Basic Management #28, GS 12-14, is in its second week. One student who withdrew from Basic Management #27 has been admitted to the second week, making a total of 19 students.

25X1

h. Intelligence Orientation

(1) The Introduction to Intelligence phase of Intelligence Orientation #2 ended on Friday, 12 October. Student critiques indicated that course objectives were met and that efforts should be devoted to insuring that identical subject matter is covered for each group during seminar sessions.

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25X1

(2) Mr. [] has been investigating the feasibility of presenting a program for security officers requested by the Director of Security. Discussions have been held with OTR School Chiefs and with Mr. [], OS Training Officer. A satisfactory program can probably be developed using existing courses combined with a brief course designed to meet specific needs of the Office of Security.

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i. Reading Improvement

Reading Improvement #31 began on 15 October with 30 students enrolled. Offices are represented as follows: DD/S, 7; DD/I and Executive Secretariat, 9; DD/P, 14.

3. PERSONNEL NOTES

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a. Mrs. [] will be on leave from 15 October through 2 November.

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b. On 17 October Mrs. [] completed the course in Effective Speaking given by Professor [] 25X1

25X1

c. A baby boy was born to Mr. and Mrs. [] on 3 October.

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d. Mrs. [] will be at [] on 17, 18, and 19 October in order to give clerical assistance to [] for the Management (Special) presentation. 25X1

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e. Mr. [] was on annual leave 12-17 October. Mr. [] acted as C/IS during this period. 25X1

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